

RACS BOARD of DIRECTORS

Meeting Minutes December 4, 2024

Rockbridge Area Community Services Board of Directors meeting on
Wednesday, December 4, 2024, 3:30 p.m.

MEMBERS PRESENT

Mr. Kevin Kendall, Chair
Mr. Leonard Denicola
Mr. Michael Gibbons
Dr. Michael Gilmore

Sheriff Funkhouser, Vice Chair
Mrs. Gail Mason
Mrs. Ann-Ashby McKissick

MEMBERS ABSENT

Ms. Karla Sprouse
Ms. Donna Prince
Mr. Christopher Plogger

Ms. Lori Hicks
Dr. James Gire
Ms. Hannah Becker

ADMINISTRATION, STAFF and GUEST PRESENT

Kimberly Shaw, Executive Director
Don Sherman, Director of Operations
Samantha Hoke, Director of Community Based Behavioral Health and Prevention
Lisa Zwecker, Director of Developmental Services
Greg Hornback, Director of Clinical Services

CALL TO ORDER

The meeting was called to order by Board Chair, Kevin Kendall at 3:35 p.m. and there was a quorum.

RECOGNITION OF STAFF ANNIVERSARIES

Kim reminded the board that staff will be recognized formally at various agency events.

- Dreama Coleman – Residential Support Staff – Rockbridge Meadows – 15 years
- Michele Mathis – Director of Finance and Administration – 5 years
- Greg Hornback – Director of Clinical Services – 5 years
- Katrine Jones – Child/Adolescent Mental Health Case Manager – 5 years

MINUTES

The minutes from the October 23, 2024 meeting of the RACS Board of Directors were unanimously approved by the board. Ann-Ashby McKissick motioned to approve and Sheriff Funkhouser 2nd the motion.

PUBLIC COMMENTS

- None

BOARD EDUCATION

- None

PROGRAM COMMITTEE

- Did not meet this month.

RESOURCE COMMITTEE

- Dr. Gilmore requested that Michele present the financial report information to the board. Michele shared the highlights from the financial reports. No questions were raised. Chair Kendall made a motion from the board to accept the reports. The board unanimously accepted the **October 2024 financial reports**.

SECURITY REVIEW UPDATES

- Don shared that as previously shared during the October meeting, in September there was a staff member's Office 365 account compromised. During the investigation since the last meeting, they discovered that three clients' information were impacted, so appropriate measures were taken to notify those clients.

EXECUTIVE DIRECTORS' REPORT

- Kim highlighted the Magnolia Players Christmas Play. They will be performing on December 17 and 19th and she encouraged everyone to come.
- Kim reported that the Permanent Supportive Housing funding request was approved, but at a lower amount, however it will still be enough to hire 2 staff and allow us to serve up to 15 clients.
- She shared that RACS found out yesterday that the recovery court program was approved and the RACS Intensive Outpatient Program (IOP) application has been accepted. RACS is happy to be a collaborative partner in that process.
- The managers will be leading monthly lunch and learns starting in 2025. This will give the managers a chance to learn more intricate details of the ins and outs of their programs and department roles. The hope is that this will help to improve communication and collaboration within the agency.
- The ACEs training will be offered bi-monthly starting in 2025. This will be something that all RACS staff will be required to take starting next year. The first training will be offered on January 22nd.
- Kim shared that several RACS staff along with local law enforcement attended the VA CIT conference recently. Sheriff Funkhouser was recognized at the conference for his achievements with CIT. Kim also shared that another local community member, Thomas Whitlock, was recognized as the Peer of the Year.
- Kim gave an update on the HUD status and that our agency was recently asked to give a plan of action. Kim also reminded the board members of the previous and ongoing communications with HUD personnel and is still waiting for their response for next steps.

UNIT DIRECTOR'S UPDATES

- All of the directors gave updates in addition to their written reports.
- Don shared that the agency celebrated Compliance and Ethics week last month. This year RACS made it fun and engaging with videos, puzzles, games, in person trainings, and more. There was a tremendous amount of engagement with over 50% of the staff participating in the activities this year.
- Don also shared that there is COVID funding available that can be used for infection control. He shared that our agency submitted a proposal for PPE to have on hand as well as funding to update the HVAC system to improve the air quality. Don thanked Len for his help with that proposal.
- Lisa shared that she has two more staff starting on the 16th. One will be at Deer Haven and one at Wellman. She also shared that more interviews are currently taking place to fill the remaining open positions.

- Sam shared that two new prevention staff have started are very motivated and energetic.
- Michele shared that the Financial Manager position has been posted but still waiting on qualified applicants.
- Greg shared additional information about the Recovery Court and the excitement among the team. He also shared that the launch of the IOP program is very exciting as well.
- Don shared that we received funding to improve our presence online. The leadership team has been working with the company to get the website updated and will be launching that soon.
- Don also shared that there will be a new process of extracting that data from our EHR from our CCS3 data system that will be occurring on a more frequent basis.
- Don also shared that RACS received funding to look at data of individuals released from hospitals. The first draft is available to review our engagement level from individuals who have been released from the hospital during the first 90 days after being released.

BOARD MEMBERS' COMMENTS

- Len asked about the waitlist. Greg shared that currently the wait list is for the outpatient services and shared that one of the things he is hoping for with the Intensive Outpatient Program is that by moving to more of a group model it should allow our agency to serve more individuals and increase capacity for substance use counseling.
- Michael Gibbons gave a shout out to Kim. He shared that one of his students who was having a hard time connecting with local agencies for his class had a great conversation with the RACS Executive Director, Kim Shaw.

CHAIRPERSON'S COMMENTS

- Board Member Virtual and Remote Meeting Policy - Don reviewed the policy with the board and shared that this policy would need to be voted on by the board annually. Any questions that were asked were answered by Don.
Chair Kendall requested a motion to approve the policy. Motion to approve the policy by Dr. Gilmore and 2nd by Ann-Ashby McKissick. All approved unanimously to accept the **Board Member Virtual and Remote Meeting Policy.**
- Executive Director Evaluation schedule and contract renewal – The board members discussed the contract renewal and evaluation process for the RACS Executive Director. After discussion, the decision was made to review the contract and evaluations during a closed session during the February 2025 meeting.
- Program Committee Future – the board members discussed the purpose and future of the board program committee. Sheriff Funkhouser shared that the benefit of the program committee is to help educate the board members on each of the RACS programs. Don shared that the managers have started some operation meetings to include quality improvement goals for the year. He suggested that the program committee could receive updates from the operation meetings. No definitive decision was made for the future of the program committee at this time.
- Chair 2025: Chair Kendall shared that he enjoyed learning a lot from each individual staff member. He also thanked Sheriff Funkhouser for his willingness to step into the Chair role as he steps off the board and thanked several staff for their dedication to the agency. The board members also extended their appreciation to Chair Kendall.
- Ann Ashby made a motion to elect Sheriff Funkhouser as the Chair of the RACS Board for 2025, 2nd by Dr. Gilmore. **Unanimously approved by the board.**
- Chair Kendall asked which preference the board members would have for the December 2025 meeting. Board decided on December 3rd.

CLOSED SESSION - N/A

Chair Kendall adjourned the meeting at 5:05 p.m. The next meeting of the Rockbridge Area Community Services Board will be at 3:30 p.m. on February 26, 2025 at Rockbridge Area Community Services, 241 Greenhouse Road, Lexington, VA 24450.