



Rappahannock Area Office on Youth

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Rappahannock Area Youth Services & Group Home Commission

Regular Meeting

Minutes

September 10, 2015

- I. Call to Order
Meeting was called to order by Chairman Duffy at 2:35pm. A quorum of voting members was present.
- II. Public Comment
No members of the public were present for public comment.
- III. Approval of Minutes
Mr. Nagle presented the minutes from the previous meeting on July 9, 2015. On motion of Mr. Whitley, second by Ms. Crooks, all present were in favor of approving the minutes as submitted.
- IV. Executive Director's Report
Mr. Nagle presented an update and overview of several items, to include:
 - a. *Financial Statements: Mr. Nagle presented a report of the closing financials for FY2015. Members briefly discussed the financial position as noted on the reports. Members also requested an update on the audit for this period and the previous years at Chaplin. Mr. Nagle noted that Andrew Grossnickle from RFC had been on site and was working through closing all the audit periods. Members requested a report from RFC to be submitted prior to the next meeting for review.*
 - b. *Annual Report Update: Mr. Nagle provided a brief update of the status of the annual report and current programmatic status.*
 - c. *Case Management System: Mr. Nagle provided the membership with a written overview of the timeline and purchase estimates for the Case Management System. Members and Mr. Brendan Hefty noted that it was most likely in the Commission's best interest to issue an RFP for the Case Management System and directed Mr. Nagle to develop that RFP. Mr. Whitley suggested assistance from the City's IT Department.*
 - d. *Lease Amendment: Mr. Nagle provided a Lease Amendment issued by the EDA, requesting that the terms of the current lease change to include that the Office on Youth would transfer all utilities into the agency name. After brief discussion, Ms. Heidig made motion, second by Ms. Crooks, to accept the lease modification. All present were in favor.*
- V. Old Business
 - a. *Advisory Council: Mr. Nagle noted that the Advisory Council had begun meeting in August and had several productive meetings discussing the Office on Youth, it's services, and the status of services in the community. 1st Sgt. Diggs also noted that it seemed like a good group and that they would be looking into gathering more information and would be hopefully presenting some ideas to the Commission in the future. Members discussed briefly, and recommended that the Advisory Council visit the by-laws for an overview of activities that the Council was to undertake, and also suggested assistance for Mr. Nagle in preparing the Annual Report, the upcoming budget, and the RFPs that had been suggested by members at this meeting.*
- VI. New Business
 - a. *Roof Replacement for Chaplin: Mr. Nagle reminded members that we had budgeted for replacement of the roof at the group home. Mr. Nagle requested that members give him the ability to move forward on securing estimates per the purchasing policy. Mr. Brendan Hefty reminded the membership that it would need to be subject to the new rules passed on July 1, by the state. Mr. Nagle would be working*

- with Mr. Hefty to determine the best course of action. On motion of Ms. Heidig, second by Ms. Sellers, all present were in favor of moving forward with the roof replacement project.*
- b. *Drug Free Workplace Policy: Mr. Nagle provided an updated version of the agency's Drug Free Workplace Policy. Mr. Brendan Hefty had reviewed the policy and made some revisions that had been incorporated into the current version. He recommended approval. On motion of Ms. Heidig, second by Ms. Crooks, all present were in favor of approving the policy as presented.*

VII. Adjourn and Next Meeting

The meeting was adjourned without objection at 4:00pm. Next regular meeting is October 8, 2015, at 2:30pm, at the Office on Youth.

Members Present:

Dr. Timothy Duffy, Chairman
 1st Sgt. Deuntay Diggs
 Ms. Donna Krauss
 Mr. Mark Whitley
 Mr. Bill Hefty, Legal Counsel

Ms. Gail Crooks, Vice Chairman
 Ms. Ann Heidig
 Ms. Laura Sellers
 Mr. Benjamin Nagle, Exec. Dir.
 Mr. Brendan Hefty, Legal Counsel