



Rappahannock Area Office on Youth

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Rappahannock Area Youth Services & Group Home Commission

Regular Meeting

Minutes

October 8, 2015

- I. **Call to Order**
Meeting was called to order by Chairman Duffy at 2:38pm. 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 September 10, 2015. On motion of Ms. Crooks, second by Mr. Whitley, all present were in favor of approving the minutes as submitted.
- IV. **Audit Report**
Mr. Andrew Grossnickle from Robinson, Farmer, Cox Associates, presented the draft audit reports for the 2011-2013 Audit and the 2014 Audit. Members had very few comments on the reports following Mr. Grossnickle's presentation. Mr. Grossnickle inquired about how best to proceed with the financial audit for 2015, as the Office on Youth and Chaplin Youth Center merged during this fiscal year. The members directed Mr. Grossnickle to include the Office on Youth's funds in the financial audit to the extent necessary to prepare a full financial picture of the new agency closing as of June 30, 2015.
- V. **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 opening balances for the first two months of FY2016. Reports in November will be more accurate as more revenue will be coming in to close out the first quarter.*
 - b. *FY2017 Budget: Mr. Nagle presented an overview of the budget request for FY2017, and tentative amounts to be requested by the agency for FY2017 for each locality. These estimates are based on increases in both health insurance and VRS premiums. Membership directed Mr. Nagle to request funds to cover phase 2 implementation of the case management system. On motion of Ms. Krauss, second by Ms. Sellers, all present were in favor of the suggested budget with noted changes.*
 - c. *Annual Report Update: Mr. Nagle provided a brief update of the status of the annual report and current programmatic status.*
 - d. *Fiscal Purchasing Policy: Mr. Nagle provided an updated Fiscal Purchasing Policy, on recommendation of counsel. After brief discussion, Ms. Sellers made motion, second by Ms. Krauss, to accept the policy as presented. All present were in favor.*
- VI. **Old Business**
 - a. *Advisory Council: Mr. Nagle provided a brief update on the activities of the Advisory Council. The Council will be providing input on the Annual Report, as well as other activities as we plan for the new budget cycle.*
- VII. **New Business**
 - a. *Holiday Party: Chairman Duffy asked if the agency was still planning to hold its Annual Holiday Party. After brief discussion, the membership agreed it should be held and directed Mr. Nagle to begin planning. Membership suggested the event take place on December 9th, if possible.*

- b. Chairman Duffy requested that the Name of the Commission and agency be placed on the next agenda for discussion.
- c. Ms. Sellers requested that we draft a resolution recognizing Ms. Heidig for her service to the Commission as her last meeting will take place in December 2015.

VIII. Adjourn and Next Meeting

The meeting was adjourned without objection at 3:52pm. Next regular meeting is November 12, 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