

Rappahannock Area Youth Services & Group Home Commission

Regular Meeting

Minutes

June 9, 2016

I. Call to Order

The meeting was called to order by Chairman Duffy at 4:05pm. 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 provided the minutes from the May 12, 2016, regular meeting. No changes or corrections were noted. On motion of Mr. Benton, second by Mr. Whitley, all present were in favor of approving the minutes. Ms. Sellers abstained as she was not present at the previous meeting.

IV. Executive Director's Report

a. Financial Reports

Financial Reports were presented for the period ending April 2016.

b. Data Reports

Mr. Nagle presented an overview of the bed days / utilization for Residential Services.

c. Audit Reports

Mr. Nagle provided the completed audit reports for the Chaplin Youth Center's financial status from FY11-FY13, along with FY14 (as a separate report).

V. Old Business

a. Advisory Council Update

Mr. Nagle noted that the Advisory Council was not able to meet this past month.

b. Case Management Database Purchase

Mr Nagle provided the purchase options for the Case Management Database. Discussion from members regarding the proposals. On motion of Mr. Whitley, and second by Ms. Sellers, all present were in favor of staff recommendation to purchase the software from SoftTec / ProWare. The motion included a modification to the FY17 budget to include the full purchase cost of the software.

VI. New Business

a. FY2017 Budget

Mr. Nagle provided several scenarios to the membership, based on the updates to the FY17 budget. Members had previously approved an initial operating budget for submission to the localities, but there was now additional revenue for the capital purchase, along with changes that did not pan out for health benefits and VRS rate changes. This left additional dollars for expenditures. After discussion, members felt they needed more information prior to making those decisions. Mr. Nagle was asked to bring back that information to the July meeting. On motion of Ms. Sellers, second by Mr. Whitley, members approved the FY17 operating budget with the only modification being made for the purchase of the database software.

b. Legal Services Contract Renewal

On motion of Mr. Whitley, second by Mr. Benton, all present were in favor of renewing the annual contract with Hefty, Wiley, & Gore, for legal services to the Commission.

c. Audit Services Contract Renewal

On motion of Mr. Whitley, second by Mr. Benton, all present were in favor of renewing the annual contract with Robinson, Farmer, Cox Associates, for audit services to the Commission.

d. *Fiscal Agent Agreement*

On motion of Ms. Sellers, second by Mr. Benton, all present were in favor of extending the Fiscal Agent Agreement with the City of Fredericksburg for an additional year, and modifying the original agreement to include a renewal clause. Mr. Whitley abstained from the vote.

e. *Election of Officers*

The agenda was modified to include the annual election of officers for the Commission. Discussion regarding the rotation and who would occupy the Chair / Vice Chair positions. As several members were not present, members asked to table the vote until the July meeting. Mr. Nagle was asked to have legal counsel draft a resolution to appoint the next member of the Advisory Council on the stated rotation.

VII. **Adjourn and Next Meeting**

Meeting was adjourned without objection at 5:20pm. Next meeting will take place on July 14, 2016.

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
 Mr. Greg Benton, Spotsylvania County
 Ms. Laura Sellers
 Mr. Benjamin Nagle, Exec. Dir.
 Mr. Brendan Hefty, Legal Counsel