

Rappahannock Area Youth Services & Group Home Commission

Regular Meeting

Minutes

July 14, 2016

I. Call to Order

The meeting was called to order by Chairman Duffy at 2:41pm. A quorum of voting members was present. Ms. Christen Gallik was introduced as the new member from the Advisory Council. This was also noted as 1st Sgt Deuntay Diggs last meeting at the Commission level; he will be continuing on the Advisory Council.

II. Public Comment

No members of the public were present for public comment.

III. Approval of Minutes

Mr. Nagle provided the minutes from the June 9, 2016, regular meeting. No changes or corrections were noted. On motion of Ms. Sellers, second by Ms. Krauss, all present were in favor of approving the minutes.

IV. Executive Director's Report

a. Financial Reports

Financial Reports were presented for the period ending May 2016.

b. Data Reports

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

c. Bank Accounts

Mr. Nagle notified the members that we needed to close the former Chaplin accounts with People's Community Bank, as they had been dormant since the previous September. The bank had notified the agency that it would begin charging a service fee if the account was not utilized by the end of August. On motion of Ms. Sellers, second by Ms. Krauss, all present were in favor of closing the accounts.

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 a brief update on the Case Management Database purchase. He has been working on a contract for implementation, but it was not yet finalized.

c. Jail Survey Update

Mr. Nagle provided a draft copy of the jail survey report, compiled after the final round of surveys had been completed. Members provided suggestions for possible changes and inclusions of information. Mr. Nagle stated that the project was completed under partnership with the Community Collaborative and that would be the next group to review the data and the report.

d. Election of Officers

Mr. Nagle noted that membership rotation was due with the changeover in fiscal year. According to the rotation, Spotsylvania will assume chairmanship, and Stafford will assume Vice Chairmanship. On motion of Ms. Crooks, second by Mr. Whitley, all present were in favor of Mr. Benton as Chairman. On motion of Ms. Crooks, second by Dr. Duffy, all present were in favor of Ms. Sellers as Vice Chairman.

e. Budget Adjustments

Mr. Nagle reminded the members that it was asked that the potential budget adjustments be placed on this month's agenda for further discussion. In addition to the issues and possible adjustments brought to the table last month, it was also noted that the HVAC systems at Chaplin would need to begin being replaced as soon as financially possible. Membership asked for an overview, which was provided by Mr. Nagle. Membership requested proposals for full

replacement or phased in replacement by the next meeting. Upon further discussion, members asked that Mr. Nagle implement a 2.0% COLA for all staff. On motion of Ms. Crooks, second by Ms. Krauss, all present were in favor of the salary increase.

VI. New Business

a. Mr. Whitley provided a word of thanks to 1st Sgt. Deuntay Diggs for his service to the Commission. All members echoed the sentiment and also thanked him for continuing to serve on the Advisory Council.

VII. Adjourn and Next Meeting

Members requested that the next meeting take place at 4pm. No objection was noted. Meeting was adjourned without objection at 4:40pm. Next meeting will take place on August 11, 2016, at 4pm.

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