

## Rappahannock Area Youth Services & Group Home Commission

Regular Meeting

Minutes

August 11, 2016

### I. Call to Order

*The meeting was called to order by Mr. Nagle at 4:10pm. A quorum of voting members was present; however, neither the Chairman or Vice Chairman were present. On motion of Ms. Crooks, second by Mr. Whitley, Dr. Duffy was asked to serve as meeting Chairman. All present were in favor. Dr. Duffy assumed Chairmanship for the meeting.*

### II. Public Comment

*No members of the public were present for public comment.*

### III. Approval of Minutes

*Mr. Nagle provided the minutes from the July 14, 2016, regular meeting. No changes or corrections were noted. On motion of Ms. Crooks, second by Ms. Gallik, 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 June 30, 2016.*

#### b. Data Reports

*Mr. Nagle presented an overview of the bed days / utilization for Residential Services, effective July 31, 2016.*

### V. Old Business

#### a. Advisory Council Update

*Mr. Nagle noted that the Advisory Council was not able to meet this past month. Also noted was that 1<sup>st</sup> Sgt. Deuntay Diggs had been promoted to 2<sup>nd</sup> Lieutenant and may have to step down from the Advisory Council.*

#### b. Case Management Database Purchase

*Mr Nagle provided a brief update on the Case Management Database purchase, noting that the contract had been approved and would be signed in the next few days. On-site training had been scheduled and details were being worked out.*

#### c. HVAC Systems Replacement Project

*Mr. Nagle presented an overview and cost comparison of four bids received for the replacement of the HVAC systems at the Chaplin Youth Center. After brief discussion of the options and differences among the proposals, members suggested utilizing Robert B. Payne, Inc. at a full budget of \$75,000.00, allocated from the agency's fund balance. On motion of Mr. Whitley, second by Ms. Krauss, all present were in favor of approving the suggestion. Mr. Nagle was directed to award the contract accordingly and begin work as soon as possible. In addition, a fund balance appropriation request would need to be sent to City Council. Mr. Nagle was directed to do so.*

### VI. New Business

#### a. Colonial Beach Schools 21<sup>st</sup> Century Community Learning Center Grant

*Mr. Nagle provided an overview and update of the newly awarded 21<sup>st</sup> Century Community Learning Center Grant that would mean a new My Life After School Program in Colonial Beach Schools. Mr. Nagle provided a recommendation to amend the agency's operating budget to include these funds and also request a budget amendment and appropriation from City Council. On motion of Ms. Crooks, second by Ms. Krauss, all present were in favor of approving the recommendation.*

VII. Adjourn and Next Meeting

*Members requested that the next meeting take place at 4pm. On motion of Ms. Krauss, second by Ms. Crooks, all present were in favor. Meeting was adjourned without objection at 5:14pm. Next meeting will take place on September 8, 2016, at 4pm.*

**Members Present:**

✗ Mr. Greg Benton, Chairman  
✓ Ms. Gail Crooks  
✓ Ms. Christen Gallik  
✓ Mr. Mark Whitley  
✗ Mr. Bill Hefty, Legal Counsel

✗ Ms. Laura Sellers, Vice Chairman  
✓ Dr. Timothy Duffy  
✓ Ms. Donna Krauss  
✓ Mr. Benjamin Nagle, Exec. Dir.  
✓ Mr. Brendan Hefty, Legal Counsel