

## Rappahannock Area Youth Services & Group Home Commission

Regular Meeting  
Minutes  
October 13, 2016

### I. Call to Order

*The meeting was called to order by Vice Chairman Sellers 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 September 8, 2016, regular meeting. No changes or corrections were noted. On motion of Ms. Krauss, second by Ms. Crooks, all present were in favor of approving the minutes.*

### IV. Executive Director's Report

#### a. Financial Reports

*Mr. Nagle presented a draft of the September financial reports utilizing the QuickBooks software. The City's balance sheets for this period have not yet been released, so there was not a full accounting available.*

#### b. Data Reports

*Mr. Nagle presented an overview of the bed days / utilization for Residential Services, effective September 30, 2016, along with several other reports of service utilization for FY16.*

#### c. FY2018 Budget Requests

*Mr. Nagle presented the overview of the revenue requests for each locality. Ms. Sellers noted that she would like to see level funding for Stafford County, in lieu of the decrease noted due to the funding formula utilized. Other localities would see noted increases this year. In addition, Mr. Nagle presented a brief overview of a 3 to 5 year plan of action for the agency. After discussion, members suggested that Mr. Nagle move forward with the plan, to include requesting funding for expansion to include 18 to 24 year old young adults into the agency's mission. Membership also requested that Mr. Nagle include a 2.0% COLA request for all staff salaries. On motion of Ms. Crooks, second by Ms. Gallik, all present were in favor of the noted budget requests and directed Mr. Nagle to plan accordingly for the requests to localities.*

### V. Old Business

#### a. Advisory Council Update

*The Advisory Council is slated to meet on October 11<sup>th</sup>. No September meeting was held.*

#### b. Case Management Database Purchase

*Mr Nagle provided a brief update on the Case Management Database purchase, noting that the on-site training had been held and the implementation phase had begun. No major issues at this point.*

#### c. HVAC Systems Replacement Project

*Mr. Nagle presented an overview and update of the HVAC project at Chaplin. All but one unit had been replaced. Gas lines had been run and inspected. No issues noted. Last to install would be unit 5 and the removal/replacement of the boiler and hot water tank.*

### VI. New Business

#### a. Holiday Party

*Mr. Nagle noted that it was once again time to plan the agency's annual Holiday Staff Party. Membership were in support of this once again this year and directed Mr. Nagle move forward with planning.*

VII. Adjourn and Next Meeting

*Meeting was adjourned without objection at 5:30pm. Next meeting will take place on November 10, 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