

Rappahannock Area Youth Services & Group Home Commission

Regular Meeting

Minutes

January 12, 2017

I. Call to Order

The meeting was called to order by Mr. Benton at 2:06pm. A quorum of voting members was not 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 November 10, 2016, regular meeting. No changes or corrections were noted. As no quorum was present, no action was taken on the minutes.

IV. Executive Director's Report

a. Financial Reports

Mr. Nagle presented a general ledger summary and balance sheet from the City's accounting system, closing November 30, 2016.

b. Data Reports

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

c. Audit Update

Mr. Nagle provided a draft overview of the agency audit for FY16. Mr. Andrew Grossnickle from Robinson, Farmer, Cox Associates would like to attend the next regular meeting to discuss the FY15 and FY16 Audits. Members agreed and welcomed his participation.

V. Old Business

a. Advisory Council Update

The Advisory Council met in December and continued discussion of the Office's expansion to serve 18 to 24 year old young adults. A problem statement was drafted and will be finalized at the upcoming meeting in January.

b. HVAC Systems Replacement Project Update

Mr. Nagle reported that the HVAC project was completed and came in on budget; however, an additional \$1,077.50 was needed to remove and reinstall some piping in the mechanical room during the project. United Sprinkler performed this work.

VI. New Business

Members present asked that the meeting schedule be placed on the agenda next month for discussion. Specifically, membership was interested to know if the meetings should take place every other month, instead of monthly.

VII. Adjourn and Next Meeting

Meeting was adjourned without objection at 2:40pm. Next meeting will take place on February 9, 2017, 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