

Rappahannock Area Youth Services & Group Home Commission

Regular Meeting
Minutes
February 2, 2017

I. Call to Order

The meeting was called to order by Mr. Benton at 4:00pm. A quorum of voting members was present. In addition, Mr. Andrew Grossnickle, from Robinson, Farmer, Cox Associates, was present and introduced to the membership.

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. On motion of Ms. Crooks, second by Dr. Duffy, all present were in favor of approval.

Mr. Nagle provided the minutes from the January 12, 2017, regular meeting. No changes or corrections were noted. On motion of Ms. Crooks, second by Dr. Duffy, all present were in favor of approval.

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 December 31, 2016.

b. Data Reports

Mr. Nagle presented an overview of the bed days / utilization for Residential Services, effective January 31, 2017.

V. Old Business

a. Advisory Council Update

The Advisory Council met in January and continued discussion of the Office's expansion to serve 18 to 24 year old young adults. An intern from the University of Mary Washington has been hired to work with us on this initiative. An initial data set will be collected to provide a basis for the project.

b. Audit Update

Mr. Andrew Grossnickle provided two drafted reports to the membership. The first was the draft of the FY2015 audit that was technically only a statement of net position as this was the year that the Commissions combined and it could not be stated as a true audit of the agency. FY2016 was also provided as a full agency financial audit. Mr. Grossnickle was pleased with the changes and updates made to the agency's financial accounting and implemented changes since the merger.

VI. New Business

a. Meeting Schedule

Members briefly discussed attendance policies and members who had or had not been present. Members further suggested that it may not be necessary to meet every month as the amount of decision making had lessened recently given that most projects had been completed and the agency was functioning effectively. On motion of Ms. Crooks, second by Dr. Duffy, all present were in favor of shifting to a bi-monthly schedule and canceling the March meeting, to accommodate the change. Next meeting will take place in April, and the calendar will be updated accordingly.

b. Position Descriptions and Evaluations

Membership asked Mr. Nagle about the status of current position descriptions and staff evaluations. Members requested that Mr. Nagle update the Executive Director's position description and forward it to members by March 15, 2017, as well as place the discussion point on the April meeting agenda.

VII. Adjourn and Next Meeting

Meeting was adjourned without objection at 4:54pm. Next meeting will take place on April 13, 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