



## Rappahannock Area Youth Services & Group Home Commission

Regular Meeting Minutes  
September 16, 2021  
4:30 P.M.

- I. Call to Order  
*The meeting was called to order by Dr. Duffy at 4:35pm. A quorum of voting members was present. One member joined the meeting via conference call.*
- II. Public Comment  
*No members of the public were present for public comment.*
- III. Approval of Minutes
  - a. July 15, 2021 Minutes  
*Dr. Duffy motioned to approve, second by Mr. Whitley. Dr. Hummer abstained from voting as this was his first meeting attended. Dr. Duffy approved the minutes.*
- IV. Program Update
  - a. Data Reports
    - i. Residential  
*Mr. Fearon presented the data reports of placements and bed days at the group home through August 31, 2021. Showing comparisons from previous Fiscal Years back to FY17. Of note, the census at the group home has been gradually increasing back over the last month. We hope this trend continues over the next few months.*
    - ii. Programs  
*Mr. Fearon presented the program attendance at the Fredericksburg and Northern Neck regions through August 31, 2021. Showing comparisons from previous Fiscal Years back to FY18. Referral numbers have seen an increase in both locations. Mr. Fearon expressed the need for a Substance Use Treatment position because of the many requests by our referring partners to accommodate the growing need in our youth. Dr. Hummer questioned our endeavors this far. Mr. Fearon explained our partnership with RACSB and the difficulty they are having finding qualified applicants to fill their many vacancies.*
  - b. Personnel/position update  
*Jessica Wince was promoted to Assistant Residential Services Director and Amy DeMatteo to Operations Manager.*
- V. Executive Director's Reports
  - a. Financial Report  
*Mr. Fearon deferred to Mr. Whitley. He indicated we had a tough year and that although expenditures were lower than usual, revenue was also down. He authorized the use of \$90k of the \$136k surplus in the fund balance to cover the shortfall.*
- VI. Old Business
  - a. OOH HR Manual  
*After reviewing the updates provided by Mr. Fearon, Mr. Brendan Hefty approved the final version. After some discussion to table a vote, Mr. Whitley motioned to approve the HR Manual with a second by Dr. Hummer. This passed with unanimous approval with the understanding that it can still be amended, and changes would be brought to vote.*
  - b. Leadership team/Directors/Key Personnel  
*Mr. Fearon updated the Commission on the level of communication that has been established since his start. Directors' meetings are monthly, and the Key Personnel Meetings are held quarterly. They have been well received.*
- VII. New Business
  - a. Positive Alternatives to Suspension (PAS) program concept
  - b. Rebranding discussion.



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*Mr. Fearon presented 9 possible logos. After some discussion of relevance of some (brought by Ms. Krauss earlier) and possible copyright issues (by Mr. Whitley), #7 & 8 were agreed upon. Mr. Fearon will send them to graphic designer to present a finished product at the next regular meeting for vote.*

- c. Local Government Funding application: Due 11/5/2021

VIII. Comments, announcements and other business  
*All members present had no additional comments to add.*

IX. Next Meeting and Adjournment  
a. Tentative date: Nov. 18, 4:30pm

### **Members Present:**

Mr. Gary Snellings  
 Dr. Deborah Frazier, Vice Chairman (via phone)  
 Ms. Amy Swift  
 Dr. George Hummer, Advisory Council  
 Mrs. Amy DeMatteo, Secretary

Dr. Timothy Duffy, Chairman  
 Ms. Donna Krauss  
 Mr. Mark Whitley  
 Mr. Davy Fearon Jr., Exec. Dir.  
 Mr. Brendan Hefty, Legal Counsel