



Rappahannock Area Youth Services & Group Home Commission

Regular Meeting Minutes

March 16, 2023

5:00pm

- I. Call to Order
The meeting was called to order at 5:12pm by Dr. Duffy. A quorum of voting members was present.
- II. Public Comment
No members of the public were in attendance.
- III. Approval of Minutes
Dr. Yeung motioned to approve the January 19, 2023 minutes. Ms. Swift seconded the motion. All in attendance were in favor of approval.
- IV. Budget and Finances
Mr. Fearon presented the year-to-date financial report, noting capital improvement project costs and discussed making adjustments in coding to ensure charges are made to the proper accounts so spending in some accounts may appear higher this year even though spending may not have actually increased from previous years in these areas. Dr. Yeung suggested that these adjustments be highlighted during this report moving forward to eliminate confusion.

There was brief discussion regarding the FY21 and FY22 audit reports, and Mr. Fearon noted that the agency is up \$9,000.00 in net position.

Mr. Fearon presented budget revisions needed for FY24. An additional \$35,000 for the Youth First Conference is now included, though this is historically a zero sum event. There was some discussion about the event and options for expanding. He also reported that the FY24 budget may need to be revised based on locality funding once the budgets are finished, noting that Stafford County's proposed funds for OOO are lower than requested and what was received this year. Dr. Yeung will advocate for full funding from Stafford County. The membership decided to pause the budget discussion until the May meeting when all the budgets are available and address any shortfalls at that time.

Mr. Fearon presented the new health benefits options from Local Choice. He reviewed employee and agency contributions, and noted that there is a significant increase in premiums this year.

There was brief discussion regarding the agency's interest in having the ability to accept electronic payments. OOO is currently unable to open an agency bank account due to the City of Fredericksburg being its fiscal agent. Mr. Whitley will look into this to see if it is an option for the agency.
- V. Services Update
Mr. Fearon provided the agency's program enrollment report and discussed the need for an additional case manager in the Fredericksburg office due to referrals and enrollment steadily increasing. Ms. Swift inquired about a time study being done for this position. Mr. Fearon reported that it has been done and he will share it with members.

There was discussion about the reporting of incidents to the Commission and what information they would like to receive. It was agreed that serious incidents will be reviewed at meetings to include those that result in challenges of retention and safety of residents and staff. Mr. Fearon will monitor incidents that require immediate notification and inform members when needed.

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VI. New Business

Mr. Fearon presented the electronic meeting policies for review and invited Mr. Hefty, the organization's legal counsel, to explain in detail and answer questions from the membership. Mr. Hefty provided an explanation of both the All Virtual Meeting Policy and the Remote Participation and Emergency Meeting Policy, noting that these policies are now options for remote meeting participation under Virginia Code. He provided clarification on the guidelines for member participation in each policy, answered member questions, and informed the membership that they can adopt either or both of these policies to allow for virtual meeting participation; however, these policies must be adopted in order to allow the option to participate remotely. Ms. Swift motioned to adopt the All Virtual Meeting Policy and Mr. Whitley seconded this motion. All members in attendance were in favor of approval. Mr. Whitley motioned to adopt the Remote Participation and Emergency Meeting Policy, Ms. Krauss seconded the motion. All members in attendance were in favor of approval. Both policies were adopted with unanimous approval from the membership.

The membership discussed scheduling a full day strategic planning retreat. Ms. Krauss, Ms. Swift, and Dr. Duffy will assist Mr. Fearon in the strategic planning process. Mr. Fearon will consult with legal counsel regarding requirements for this retreat for documenting minutes.

Mr. Fearon discussed the need for three advisory council members according to the Commission by laws. The membership agreed to add this item to the strategic planning retreat for review.

Mr. Fearon reported to the membership that he is working on developing a Youth Council, similar but less formal than the Orange County OOO's Youth Council. He has met with the Orange OOO Executive Director to discuss how their Council is organized and operated. He will continue updating the members throughout the process.

VII. Comments and Announcements

Members will attend the Staff Appreciation event at Chaplin Youth Center on May 12th 11am-1pm.

The membership was provided with the Commission Member Attendance Report for review.

VIII. Next Meeting and Adjournment

The meeting was adjourned at 6:45pm without objection. The next meeting is scheduled for May 18, 2023 at 5:00pm.

Attendees

Commission Members:

51% of membership (at least 4 members) attending in person is required to meet quorum

Fredericksburg City

Dr. Timothy Duffy, Chairman

Mr. Mark Whitley

Stafford County

Dr. Pamela Yeung

Ms. Donna Krauss

Dr. Ann Bueche, Advisory Council

Spotsylvania County

Dr. Deborah Frazier, Vice Chairman

Mrs. Amy Swift

Legal Counsel

Mr. Brendan Hefty

Mr. Bill Hefty

Staff and Committee Members:

Mr. Davy Fearon, Jr., Executive Director

Mr. Kyle Nguyen, Youth Advisory Committee

Mrs. Melanie Lee, Secretary

Mrs. Amy DeMatteo, Alternate Secretary