



## Rappahannock Area Youth Services & Group Home Commission

Regular Meeting Minutes  
September 21, 2023  
5:00pm

- I. Call to Order  
The meeting was called to order at 4:55pm by Dr. Duffy. A quorum of voting members was in attendance.
- II. Public Comment
- III. Approval of Minutes
  - a. July 20, 2023 minutes  
Dr. Yeung motioned to approved the July 20, 2023 meeting minutes. Ms. Krauss seconded the motion. All in attendance were in favor of approval. Mrs. Swift abstained from the vote.
- IV. Budget and Finances
  - a. FY25 Budget  
Mr. Fearon presented the FY2025 budget for approval. The total operating budget for FY2025 is \$1,698,399.00, which is slightly lower than FY2024. This is due to having no Capital Improvements included for the year and no cost-of-living adjustment included. There is a 5% increase in the request from localities to cover the increased cost of goods and services. After some discussion among the membership, it was agreed that a 6% cost-of-living adjustment should be included in the budget, and moving forward, an adjustment should be included each year.  
  
The members discussed the process for requesting mid-year, one-time funding should the localities choose not to fully fund the initial request and Mr. Fearon discussed his plan for increasing CYC and PASS program revenue. He reported that in the past, position vacancies have been held when underfunded. He requested that members advocate to the localities to fully fund the agency's request.  
  
Ms. Krauss made a motion to approve the budget with a 6% cost-of-living adjustment included. Dr. Yeung seconded the motion. All were in favor of approval.
  - b. Financial Report (YTD comparison)  
The financial report was not provided because City of Fredericksburg (agency's fiscal agent) was unable to provide it due to end of year audit/close out. It will be provided at the next meeting.
- V. Services Update
  - a. Program Enrollment  
Mr. Fearon presented the agency's program enrollment report for review, noting a focus is on increasing the CYC census by working with DSS.
- VI. New Business
  - a. Lease/Properties  
Mr. Fearon reported that the lease on the agency's current building will expire in June of next year. There was discussion regarding building rental vs. purchase, and questions from the members regarding current lease cost and how much space is needed to accommodate program growth. It was agreed that Mr. Fearon will contact three realtors and get quotes for fees and cost for an analysis on purchasing vs. leasing. Members will forward along any information they find on buildings withing their localities as well.
  - b. CYC/Staffing Update  
Mr. Fearon updated the Commission on staffing changes at CYC and his plan to restructure some positions. He discussed the need to develop programming at Chaplin and improve marketing for the program. These needs would be



## Rappahannock Area Youth Services & Group Home Commission

the focus in restructuring and in developing an additional position, which would be done with current resources. Dr. Duffy requested that the Commission be sent an organizational chart with position/role descriptions once it is developed.

There was discussion on staffing and management at CYC. Mr. Fearon is looking into how to adjust scheduling to utilize the staffing more efficiently. He is planning to fill the Residential Services Director position and the Assistant/Case Manager position within 30 days. He reported that there are currently 5 full-time and 3 part-time staff at Chaplin. He will provide an update to the Commission members once these positions are filled and scheduling changes are made.

- VII. Comments and Announcements
  - a. Commission Member Attendance Report  
The Member Attendance Report was provided.
- VIII. Next Meeting and Adjournment
  - a. November 16, 2023 at 5:00pm  
The next meeting will take place in Fredericksburg.

### 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
- ✓ Mrs. Melanie Lee, Secretary
- ✗ Mrs. Amy DeMatteo, Alternate Secretary